



## CALIFORNIA POLLUTION CONTROL FINANCING AUTHORITY

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Sacramento, CA 95814  
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cpcfa@treasurer.ca.gov  
www.treasurer.ca.gov/cpcfa

### MEMBERS

JOHN CHIANG, CHAIRMAN  
State Treasurer

BETTY YEE  
State Controller

MICHAEL COHEN  
Director of Finance

EXECUTIVE DIRECTOR  
Reneé Webster-Hawkins

## JOB OPPORTUNITY BULLETIN

**Class:** Staff Services Analyst or  
Associate Treasury Program Officer  
**Tenure:** Permanent  
**Time Base:** Full Time  
**Salary:** \$2945 - \$4788 SSA  
\$4600 - \$5758 ATPO

**Will consider both levels for recruitment purposes.**

Under the direction of the Treasury Program Manager I of the California Pollution Control Financing Authority (CPCFA), this position will exercise independent judgment on the most complex regulatory issues ensuring compliance within all program parameters. **The complexity of the duties will be modified to be consistent with the classification of the candidate hired. Some travel is required.**

### DESCRIPTION OF ESSENTIAL FUNCTIONS:

- Acts as a liaison with lending institutions in the Small Business Loan Program (CalCAP); answers inquiries; performs research and analysis on CalCAP-related issues and provides recommendation to management; develops, updates and maintains various program reports, policies and procedures; and reviews and analyzes loans and claims for compliance. Conducts reconciliation and reporting activities with respect to lenders, loan and claims activities, to ensure adherence to state and federal laws. Performs additional tasks to assure legal, regulatory and contractual compliance within CalCAP and other CPCFA programs, including the Bond Program, CALReUSE, SCGL and other programs for which CPCFA provides support. Some travel required.

To view a complete copy of the duty statement, please visit [www.treasurer.ca.gov/careers](http://www.treasurer.ca.gov/careers).

### DESIRABLE QUALIFICATIONS:

- Knowledge of or interest in government bond, grant and loan programs and public finance policy.
- Demonstrated ability to conduct research and prepare analysis and recommendations for management consideration.
- Ability to use Microsoft Word, Excel, Outlook, Adobe Acrobat and CPCFA's customized database systems.
- Ability to work independently, with tact, and in a team environment.
- Desire to work in a fast-paced, small, service-oriented state agency prioritizing accountability, transparency and customer service.
- Demonstrated ability to think critically, pay careful attention to detail and accept increasing responsibility.
- Communicate effectively orally and in writing, including written analysis and recommendations, and in-person presentations before Executive Management and the board of the Authority.

**CONDITIONS OF EMPLOYMENT:** Fingerprinting and Background Check are required.

**WHO SHOULD APPLY:** Individuals who possess the qualifications listed above and are eligible for a lateral transfer, reinstatements, or have list eligibility as **Staff Services Analyst** or **Associate Treasury Program Officer**. Should you have any questions, please visit [www.jobs.ca.gov](http://www.jobs.ca.gov).

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office and the Authorities and Commissions are encouraged to apply if interested in the position.

**How To Apply:**

- **Include "SSA 345-002-5157-zzz" or "ATPO 345-002-4223-008"** in the "Job Titles For Which You Are Applying" box on your State Standard Application (Form STD 678).
- In addition to the Standard State Application, please submit a **Statement of Qualifications (SOQ)** describing your interest in and qualifications for the position. The statement should be no more than two pages in length. Applications without a SOQ will not be considered for an interview.
- **State the source of your eligibility** (i.e. list eligibility, reinstatement, lateral transfer, SROA, surplus employee, etc.) in the "Explanations" box on your application. If you do not indicate the source of your eligibility, you may not be considered for an interview.
- **Provide proof of meeting the minimum qualifications** of the classification for which you are applying. For example, if you are using educational requirements to qualify, please include a copy of your college degree, or transcripts of completed units or showing degree obtained. If you do not provide proof of meeting the minimum qualifications, you will not be considered for an interview. The minimum qualifications for these classes can be found on CalHR's website, or by visiting:  
SSA <http://www.calhr.ca.gov/state-hr-professionals/pages/5157.aspx>  
ATPO <http://www.calhr.ca.gov/state-hr-professionals/pages/4223.aspx>
- Applicants who wish to laterally transfer to Associate Treasury Program Officer from another state classification must provide proof that they meet the minimum qualifications for the Associate Treasury Program Officer classification. The minimum qualifications can be found at the link above.
- **Sign and date your application.** If you do not sign and date your application, you may not be considered for an interview.
- **No faxed or emailed applications will be accepted.**

**Final Filing Date:** State applications and Statement of Qualifications will be accepted **until the close of business on January 7, 2016**. Applications will be screened and only the most qualified applicants will be interviewed.

**SUBMIT APPLICATIONS TO:**

Michelle Bell  
Personnel Office  
State Treasurer's Office  
915 Capitol Mall, Room 538  
Sacramento, CA 95814

**IF YOU HAVE ANY QUESTIONS, CALL:** PUBLIC (916) 653-3100 or CALNET (916) 453-3100

An equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. CAEATFA complies with the Americans with Disability Act (ADA). If you need additional information or assistance, please contact STO at (916) 653-3100 or TDD (916) 654-9922.